

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
3610 WEST ELM STREET, MCHENRY, IL 60050
APRIL 18, 2024

- I. Regular Meeting was called to order at 7:00 p.m.
- II. Pledge of Allegiance
- III. Roll Call – *Trustee Meyer, Trustee Miller, Trustee Doherty, and Trustee Rodewald were present. Trustee Bennett was absent.*
- IV. Public Comment – None
- V. Treasurer’s Report for the month of March

- a. Accounts Payable/Payroll Approval

Accounts Payable	\$264,192.82
Payroll	\$739,476.64
Grand Total	\$1,003,669.46

Motion to approve Accounts Payable and Payroll as presented – Trustee Doherty. Second – Trustee Rodewald. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 4 to 0.

- b. Revenue review included ambulance transportation collections from Andres Medical Billing.
- c. The Board discussed banking considerations which included one new purchase, and one redemption. The authorization letter to Joe Busch was approved and signed. Financial statements for the month of March were placed on file with the district.

Motion to approve banking considerations as presented – Trustee Doherty. Second – Trustee Rodewald. On a voice vote, all ayes. Motion passed 4 to 0.

Deputy Chief Spraker stated two invoices were received April 18, 2024. Deputy Chief Spraker requested board approval to pay two invoices electronically before the end of the 2023/2024 fiscal year on April 30, 2024.

Motion to approve electronic payment of two invoices on April 30, 2024 – Trustee Doherty. Second – Trustee Rodewald. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 4 to 0.

- VI. Chief’s Report
 - a. Operations: Deputy Chief Bush reported on call activity for the month of March. There were a total of 604 calls. Calls had an average 5:07 minutes response time. The number of calls for each station was reviewed. Crews responded to three structure fires during the of March. Frequent incident addresses were reviewed. The district provided automatic aid six times and provided mutual aid 13 times. The district received automatic or mutual aid eight times.

Currently there are 49 part-time employees. A total of seven employees are on leave of absence or are on probation, and there were three resignations during the month of March. 1256/1281 Jump Company ran 35 calls, was staffed 47% of the time with three crew members and out of service 53% of the time. Shift Staffing percentages were reviewed. There were 16 overtime shifts needed in order to meet minimum staffing. 76% of shifts ran with 13 or more paramedics.

- b. Training: Training information from March was included in the Board Packet.
- c. Fire Prevention Bureau: Fire Prevention Bureau information from March was included in the Board Packet. Deputy Chief Spraker updated the Board on the construction of The Residences of Fox Meadows.
- d. Public Education: Information related to Public Education activities was included in the Board Packet. Deputy Chief Spraker informed the Board that MTFPD participated in Career Fairs hosted by McHenry County College, McHenry High School and Johnsburg High School.
- e. Strategic Planning – Chief Officers will review the draft report on April 30, 2024. The report will be presented to the Board prior to the May Board Meeting. The strategic plan approval date will be determined.
- f. Station 2 Parking Lot – Attorney Jim Militello stated the contract was received from Abbey Paving and modifications will be made. Deputy Chief Spraker stated the plans were revised and will be resubmitted.
- g. Correspondence and Media Coverage included a thank you letter from The Union Fire Protection District for assistance with a structure fire and a thank you card from the Wirfs Family.
- h. Future Items Calendar for Board of Trustees – The budget presentation will take place during the Organizational Meeting on May 2, 2024. The GASB and Budget and Appropriations ordinances will be reviewed at the regular board meeting on May 16, 2024.

VII. Action Items: (Discussion and Possible Action on the Following)

- a. Fitness Equipment – Lieutenant James Chancellor gave a PowerPoint presentation regarding the purchase of fitness equipment for all five stations. The fiscal year 2023/2024 had \$15,000 assigned for fitness equipment and will be carried over to fiscal year 2024/2025. Deputy Chief Spraker requested the purchase of fitness equipment at a cost not to exceed \$7,500.

Motion to approve the purchase of fitness equipment at a cost not to exceed \$7,500 – Trustee Meyer. Second – Trustee Doherty. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 4 to 0.

- b. Purchase of Ambulances – Deputy Chief Spraker stated three bids were received. There is a three-year waiting period for new ambulances. Remounting would cost the same as purchasing new. Deputy Chief Spraker requested the purchase of two ambulances at a cost not to exceed \$673,642 for delivery in fiscal year 2027/2028. Payment will be due upon delivery.

Motion to approve the purchase of two ambulances at a cost not to exceed \$673,642 for delivery in fiscal year 2027/2028 – Trustee Doherty. Second – Trustee Rodewald. Roll Call: Trustee

Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 4 to 0.

- c. Battalion Chief and Passenger Vehicle Bid Results – Deputy Chief Spraker stated bids were reviewed. Deputy Chief Spraker recommended purchasing three new staff vehicles. Deputy Chief Spraker stated three existing staff vehicles would be reassigned as fire prevention bureau vehicles. Four existing fire prevention bureau vehicles would be sold. Deputy Chief Spraker recommended purchasing a new Battalion 12 vehicle and selling the current reserve command car. The current Battalion 12 vehicle would be utilized as a backup command car. Deputy Chief Spraker recommended placing the current four fire prevention vehicles up for auction and offering the current command vehicle for a sealed bid to be opened at a Board of Trustees meeting. Deputy Chief Spraker requested the purchase of four vehicles at a cost of \$238,533. Estimated delivery for new vehicles is four to ten months.

Motion to purchase four vehicles at a cost of \$238,533 – Trustee Doherty. Second – Trustee Meyer. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 4 to 0.

- d. Dive Team Supplied Air System – Deputy Chief Bush requested permission to purchase Interspiro Dive Equipment at a cost of \$19,838.40. Divemaster Luke Brinkmann gave a PowerPoint presentation highlighting the proposed equipment.

Motion to purchase Interspiro Dive Equipment at a cost of \$19,838.40 – Trustee Meyer. Second – Trustee Doherty. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 4 to 0.

VIII. Closed Session

Motion to go into closed session for the purpose of discussing personnel and review of closed session minutes pursuant to 5 ILCS 120/2(c)(1) and (2) – Trustee Miller. Second – Trustee Rodewald. On a voice vote, all ayes. Motion passed 4 to 0.

Meeting moved to closed session at 7:30 p.m.

Motion to return to open session – Trustee Rodewald. Second – Trustee Doherty. On a voice vote, all ayes. Motion passed 4 to 0.

Open meeting resumed at 7:32 p.m.

Motion that closed session minutes remain closed as the need for confidentiality still exists – Trustee Rodewald. Second – Trustee Doherty. On a voice vote, all ayes. Motion passed 4 to 0.

IX. Adjourn

Motion to adjourn – Trustee Miller. Second – Trustee Rodewald. On a voice vote, all ayes. Motion passed 4 to 0.

The meeting adjourned at 7:33 p.m.

Respectfully Submitted,


Robert J. Meyer, Secretary
